

CM/ECF Version 3.1

*New Features for Attorneys and Law
Firm Staff*



United States District Court for the District of New Hampshire
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CM/ECF Version 3.1

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Cascading Menus

You have the option of using the new cascading menus or continuing to use the existing static menus. (See Figure 1).



Figure 1: Cascading menus

Notice the Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu. You can access these cascading sub-menus in two ways. First, you can simply place your cursor on the desired selection in the blue menu bar, and the blue sub-menu will appear. Second, you may use the keyboard to display a sub-menu by pressing and holding the **ALT** key together with the underlined letter in the menu name (e.g. for the “Civil” submenu, simultaneously press ALT + C).

A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name. (See Figure 1). Placing the cursor over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.

Search Menus and Events

Occasionally filers have difficulty locating an event in CM/ECF that accurately describes the document they are attempting to file. This new version of CM/ECF includes a search option designed to assist filers to more easily locate the proper filing event.



Figure 2: Search option

Clicking on **Search** on the blue menu bar (Figure 2) displays the “Search Menus and Events” window (Figure 3).

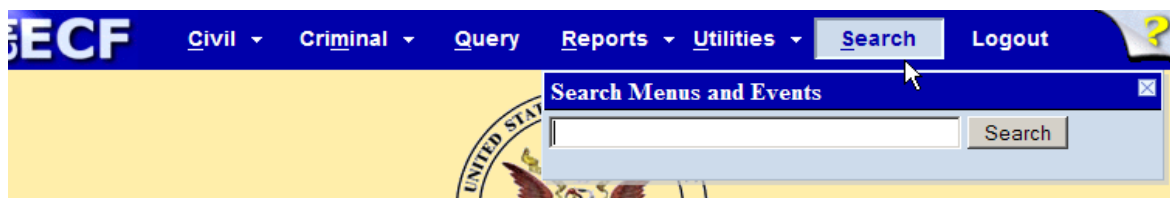


Figure 3: Search window

In this window enter all or part of the name of the desired event. For example, to find an Objection to Report and Recommendations event, type “objection” in the box and click **[Search]**. (See Figure 4).

CM/ECF will display a list of events that contain the entered word or string of words and the menu on which the event can be found. To commence the filing process, simply click on the appropriate event.

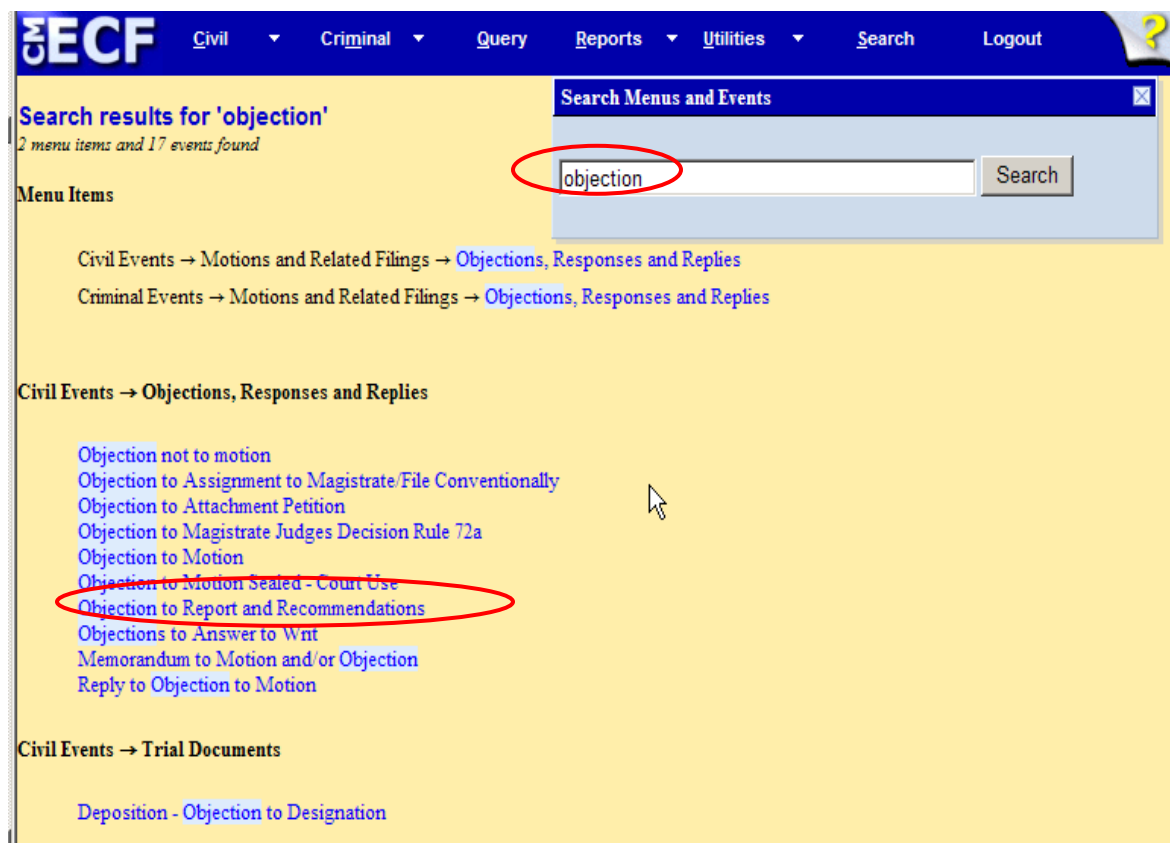


Figure 4: Event

Event Search Within a Sub-Menu Category

After selecting a sub-menu category such as Motions, Objections, Responses and Replies, or Other Documents, CM/ECF will display a list of events within the category. Shown in Figure 5 is an example of the available Motion events.

To find an event within the sub-menu category, either scroll down the list or, in the search box, type all or part of a word from the name of the event.

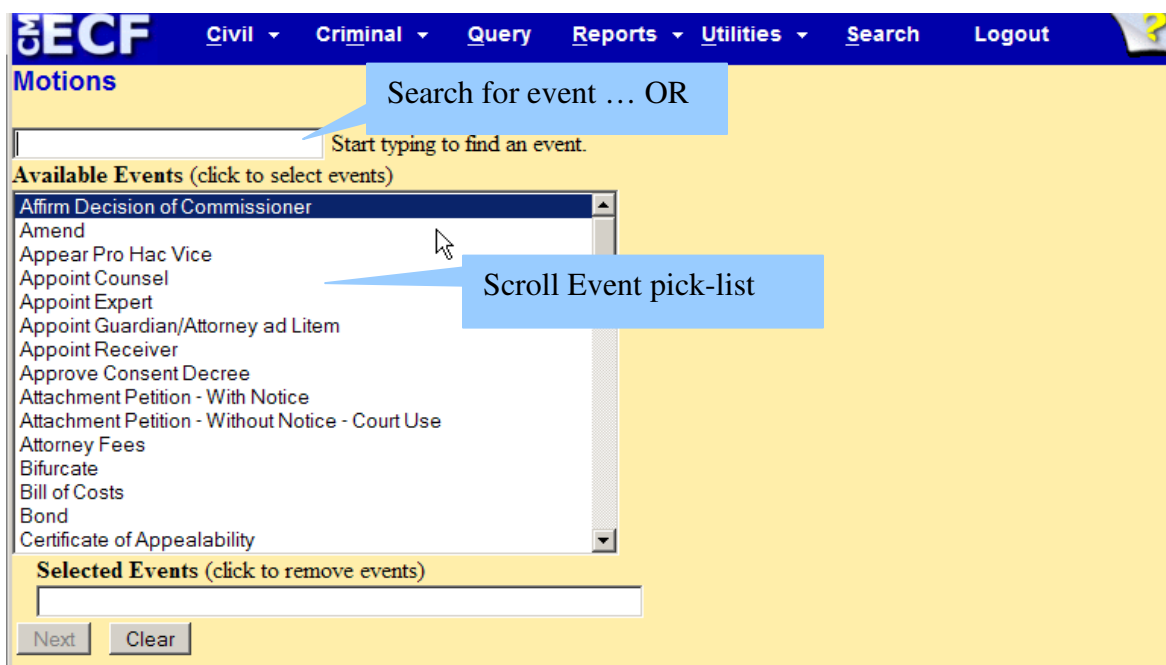


Figure 5: Sub-menu categories

For example, to locate the Dismiss event, type “dism” in the search box. CM/ECF will display a list of events that have a word starting with the letters entered. (See Figure 6). Click on the desired event to select it from the list.

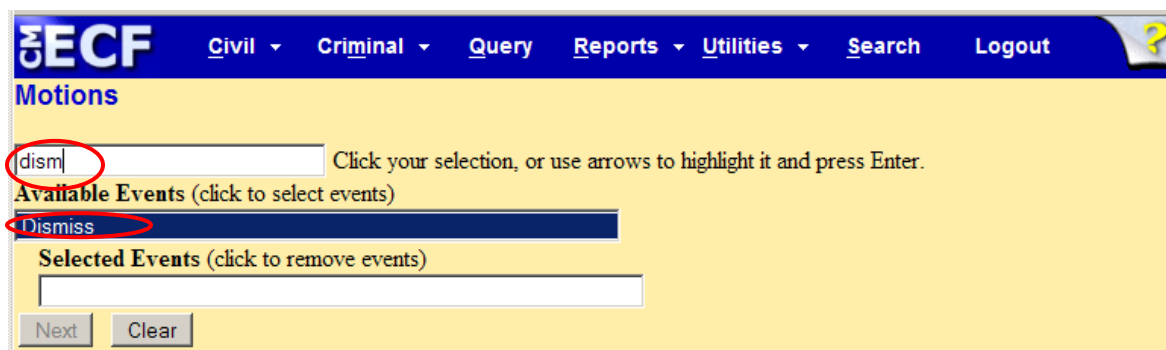


Figure 6: Events

Note: The search will begin with the first letter typed; therefore, the search function does not accommodate the use of wildcard characters.

The selected event will be added to the “Selected Events” box, and the list of available events will again be displayed. (See Figure 7). Continue with event selection until all necessary events available from the selected sub-menu category have been added to the “Selected Events” box. If an incorrect event is selected, click on the event to remove it from the list. Below, the Motion to Dismiss previously selected in Figure 6 and the Motion for Summary Judgment selected in Figure 7 appear in the “Selected Events” box.

Once all of the necessary events have been selected, click the **Next** button to continue.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a search bar with the placeholder text "Start typing to find another event." The main section is titled "Available Events (click to select events)" and contains a list of events: Service by Publication, Set Aside, Sever, Show Cause, Stay, Strike, Subpoena, Substitute Attorney, Substitute Party, Summary Judgment (highlighted), Temporary Restraining Order, Unseal Case, Unseal Document, Vacate, and Withdraw. Below the list is a section titled "Selected Events (click to remove events)" which contains "Dismiss" and "Summary Judgment". At the bottom are "Next" and "Clear" buttons. A blue callout box points to the "Selected Events" list with the text: "Selected events are listed in this box. To remove an event from the list, simply click on the event."

Figure 7: Events

Searching for a Case Number When Filing a Document

When filing a document electronically, you will be required to enter the case number in the “Case Number” screen. (See Figure 8). The Case Number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number.

The screenshot shows the ECF Case Number screen. It features the same navigation bar as Figure 7. Below the navigation bar is a section titled "Civil Case Number or Numbers" with a text input field. To the right of the input field is a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are "Next" and "Clear" buttons. The "Next" button is grayed out. A blue callout box points to the "Next" button with the text: "The next button remains grayed out until a case number is entered."

Figure 8: Case number

After a case number is entered, the “Find This Case” button will appear (Figure 9). Clicking the “Find This Case” button will begin the case number look-up process.

Motions

Civil Case Number

07-1 Find This Case

Next Clear

After entering a case number, click “Find This Case.”

Figure 9: Find This Case

A list of cases will appear for your selection. Selecting a case number will activate the “Next” button (Figure 10).

CM

ECF

Civil

Criminal

Query

Reports

Utilities

Search

Logout

Motions

Civil Case Number or Numbers

1:07-cv-1

Hide Case List

Select a case:

☐ 1:07-at-00001 Keravich v. Smith

☒ 1:07-cv-00001-JD Erickson v. Hebert (closed)

Next

Clear

Selecting a case number checkbox activates the Next button.

Figure 10: Potential case numbers

View Multiple Documents for a Single Docket Entry

All the documents for a single docket entry can be combined and viewed in one PDF document. When a document number hyperlink is clicked from the docket report, a list of the main document and its attachments is displayed with a “View All” and “Download All” buttons appearing at the bottom of the list as shown in Figure 11.

Document Selection Menu

Multiple Documents

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Memorandum of Law	2 pages

View All

 or

Download All

 3 pages

Figure 11: View All/Download All

Selecting “View All” will combine the main document and its attachments into one PDF document. “Download All” will combine the main document and all its attachments into a ZIP file.

A single PACER billing receipt page is displayed with multiple receipts (one per document) and a “View document” confirmation button.

If the combined documents exceed 10MB, the following error message will be displayed: “Note: You must view each document individually because the combined PDF would be over the 10 MB size limit.” You will not get the “View All” or “Download All” options and the documents must be viewed individually.

View and/or Download all Documents for Multiple Docket Entries

All the documents for multiple docket entries can be combined and viewed in one PDF document. Select “Reports/Docket Sheet” and select the option “View multiple documents” as shown in Figure 12.

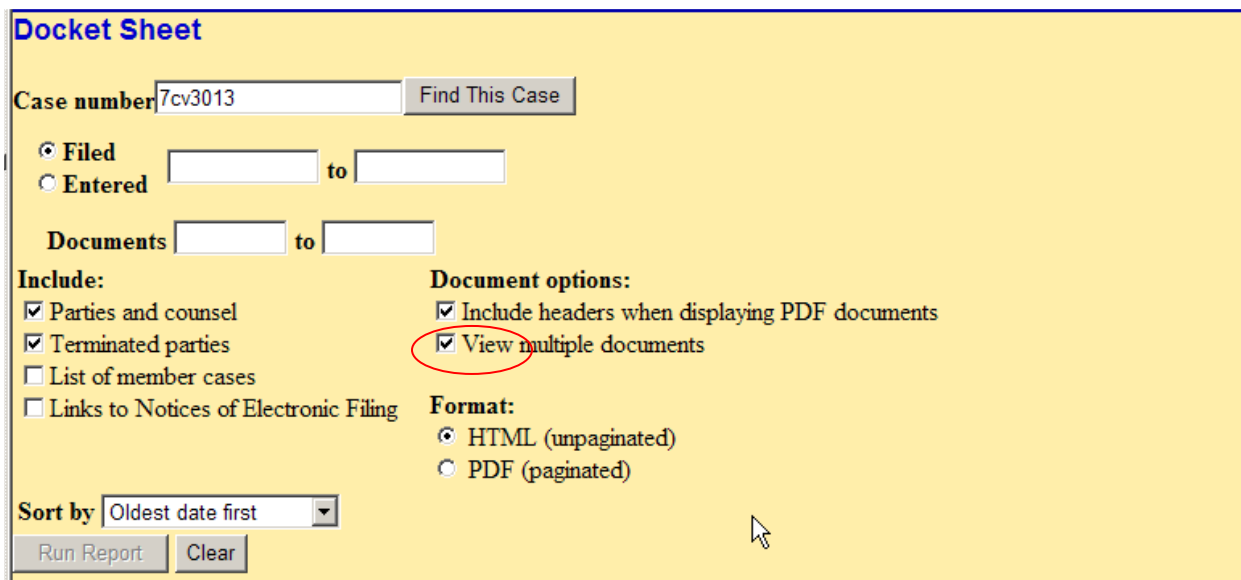
The image is a screenshot of the 'Docket Sheet' form in the PACER system. The form has a yellow background and a blue border. At the top left, the title 'Docket Sheet' is in blue. Below it, there is a 'Case number' field with the value '7cv3013' and a 'Find This Case' button. Underneath, there are radio buttons for 'Filed' (selected) and 'Entered', followed by two empty text boxes separated by the word 'to'. Below that, there are two more empty text boxes separated by the word 'to', with the label 'Documents' to the left. The form is divided into two main sections: 'Include:' and 'Document options:'. The 'Include:' section has four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). The 'Document options:' section has two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (checked, circled in red). Below these sections is a 'Format:' section with two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)' (unchecked). At the bottom left, there is a 'Sort by' dropdown menu with 'Oldest date first' selected. At the bottom right, there are two buttons: 'Run Report' and 'Clear'. A mouse cursor is visible near the bottom right of the form.

Figure 12: View multiple documents

When the “View multiple documents” options is chosen, the report includes a new column as shown in Figure 13.

Date Filed	#	clear	Docket Text
11/08/2007	1	<input checked="" type="checkbox"/>	NEW CASE/TESTING ATTY CASE OPENING/PETITION FOR WRIT OF HABEAS CORPUS 2241/2254 entitled Card v. USA filed. (Filing fee \$ 5, receipt number 010283159.) filed by Dennis Card.(AdamsG3,) (Entered: 11/08/2007)
11/26/2007	2	<input checked="" type="checkbox"/>	Disclosure Statement by Dennis Card disclosing parent companies, and merger agreement Corporate Parent Jones Motors Co., Inc. for Dennis Card (gla) (Entered: 11/26/2007)

or

Figure 13: View multiple documents

Select docket entries to view by clicking the box and selecting “View Selected” or “Download Selected.”

Selecting “View Selected” will combine the main document and its attachments into one PDF document. “Download Selected” will combine the main document and all attachments into a ZIP file.

A single PACER billing receipt page is displayed with multiple receipts (one per document) and a confirm button.

If the combined documents exceed 10MB, an error will display. If the combined size of all the documents on the docket report is close to or over 10 MB, the size of the document for each docket entry is displayed in the new column (see Figure 14) so you may determine the combination of documents that can be selected without exceeding 10MB.

09/17/2007	342	<input type="checkbox"/>	47.772 KB	MOTION for Summary Judgment filed by Donald Black. Follow up on Objection on 10/22/2007. (Attachments: # 1 Memorandum of Law)(prk) (Entered: 09/17/2007)
09/17/2007	343	<input type="checkbox"/>	48.718 KB	OBJECTION to 342 MOTION for Summary Judgment filed by Rickey L. Bernier. Follow up on Objection on 9/24/2007. (Attachments: # 1 Memorandum of Law)(prk) (Entered: 09/17/2007)
10/04/2007	344	<input type="checkbox"/>	3.217 KB	TAPE REQUEST: Pursuant to Local Rule 80.1(b), all named parties to the action are notified that a copy of the audiotape of the following proceeding is requested. Requested by: Donald Black. (Filing fee \$ 26, receipt number 010282221.) (Lynch, Daniel) (Entered: 10/04/2007)
10/31/2007	345	<input type="checkbox"/>	3.217 KB	MOTION for Jimmy R. to Appear Pro Hac Vice (Filing fee \$ 100, Receipt # 010282935.) filed by Donald Black. Follow up on Objection on 11/19/2007. (Lynch, Daniel) (Entered: 10/31/2007)

Total filesize of selected documents (MB):

 or

 Maximum filesize allowed (MB): 10

Figure 14: Combined documents exceed 10MB

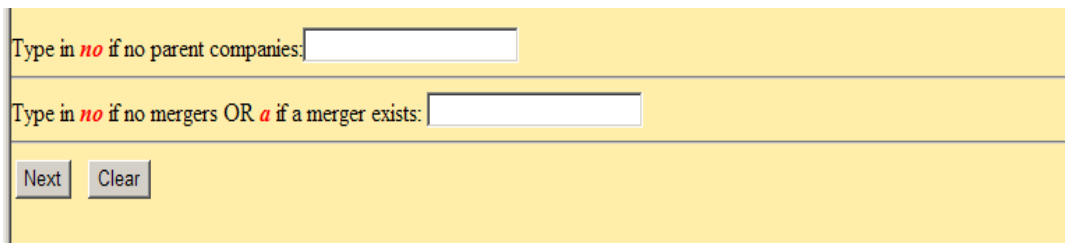
Pay.gov Enhancements

The CM/ECF software was modified to allow attorneys paying filing fees via the Internet to choose whether they want to pay via credit card or Automated Clearing House (ACH), also referred to as DirectDebit. A new Pay.gov screen prompts the user to select the preferred method of payment for the current transaction.

Disclosure Statement – Adding Parent Companies and Affiliates

During the process of filing a Disclosure Statement, attorneys will now be required to enter each individual parent company and/or affiliate into the CM/ECF system.

- (1) Using the ***Other Documents/Disclosure Statement*** event, you will ultimately see the screen shown in Figure 15.

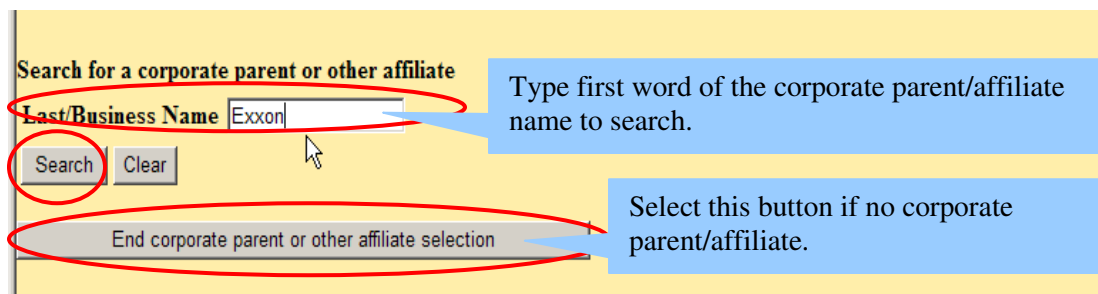


Type in **no** if no parent companies:

Type in **no** if no mergers OR **a** if a merger exists:

Figure 15: Enter information if applicable.

- (2) If there are parent companies to the party corporation or partnership, leave the top line blank, answer the merger question appropriately, and click **[Next]**. (Figure 15). If there are no corporate parents, enter “no” in the top line, answer the merger question appropriately, and click **[Next]**.
- (3) The next screen contains a message that reads: “Add Corporate Parents and/or Corporate Affiliate(s) on next screen, if any.” Click **[Next]** and the screen shown in Figure 16 will appear.



Search for a corporate parent or other affiliate

Last/Business Name

End corporate parent or other affiliate selection

Type first word of the corporate parent/affiliate name to search.

Select this button if no corporate parent/affiliate.

Figure 16: Search for corporate parent/affiliate.

- (4) If there are no corporate parents/affiliates, select **[End corporate parent or other affiliate selection]**. (See Figure 16). If there are corporate parents/affiliates, type the first word of the name of the corporate parent/affiliate in the “Last/Business Name” field and click **[Search]** as shown in Figure 16. The search will produce a list of companies for you to choose from. (See Figure 17).

- (5) Scroll through search results. If a name on the list matches exactly the name of the corporate parent, select the applicable name, click **[Select name from list]** and proceed to step number (6) below. If there is no exact match, select **[Create new corporate parent or other affiliate]**, and go to step number (7) below. (See Figure 17).

Search for a corporate parent or other affiliate

Last/Business Name

Corporate parent or other affiliate search results

- Exxon Chemical Americas
- Exxon Company, USA
- Exxon Corporation
- Exxon Enterprises Corp.
- Exxon Mobil Corp.
- Exxon Mobil Corporation

Figure 17: Select/create corporate parent/affiliate.

- (6) If a corporate parent/affiliate was selected from the search results in Figure 17, the corporate parent/affiliate name will appear in the “Last/Business name” field. Select “Corporate Parent” or “Other Affiliate” from the “Type” drop down box and then select **[Add corporate parent or other affiliate]**. (See Figure 18).
- (7) If the corporate parent/affiliate was not selected from the search results in Figure 17, and you selected “Create new corporate parent or other affiliate,” enter the entire name of the corporate parent/affiliate in the “Last/Business name” field (see Figure 19). After entering the corporate parent/affiliate, select “Corporate Parent” or “Other Affiliate” from the “Type” drop down box and then select **[Add corporate parent or other affiliate]**.

Corporate Parent or Other Affiliate Information

Last/Business name

Middle name

Type

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

Figure 18: Add corporate parent or affiliate

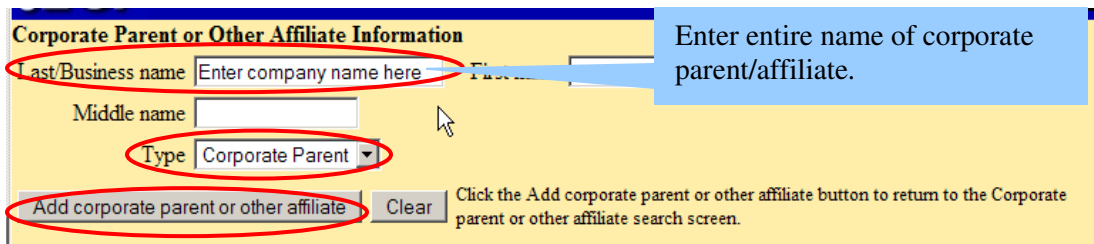


Figure 19: Add corporate parent or affiliate - not on list

- (8) Select the party or parties you are associating the corporate parent/affiliate to and click **[Next]** (select more than one party by holding the Ctrl key and selecting additional parties) . (See Figure 20.)

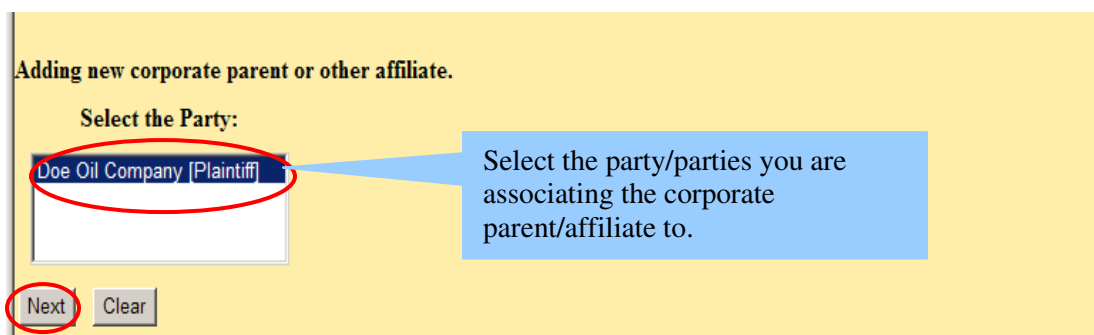


Figure 20: Select party related to corporate parent/affiliate.

- (9) The corporate parent/affiliate you entered will be listed. Continue this procedure for every corporate parent and/or affiliate included in the Disclosure Statement. When completed entering corporate parent(s) and/or affiliate(s), click **[End corporate parent or other affiliate selection button]**. (See Figure 21.)

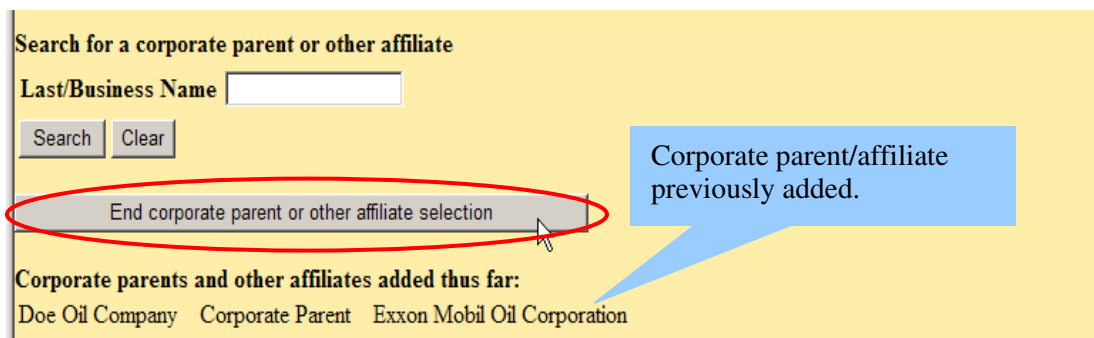
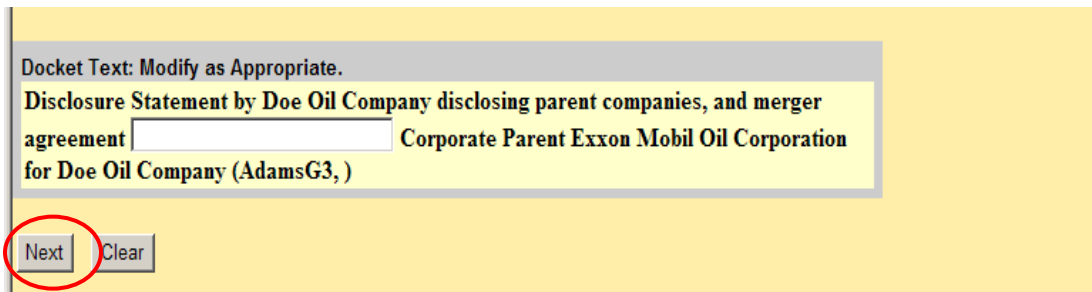


Figure 21: Corporate parent/affiliate added.

- (10) After entering all the corporate parent/affiliates, the next screen you will see will be the docket text screen where you can enter any additional information in the free text box. Review and select **[Next]**. (See Figure 22.)



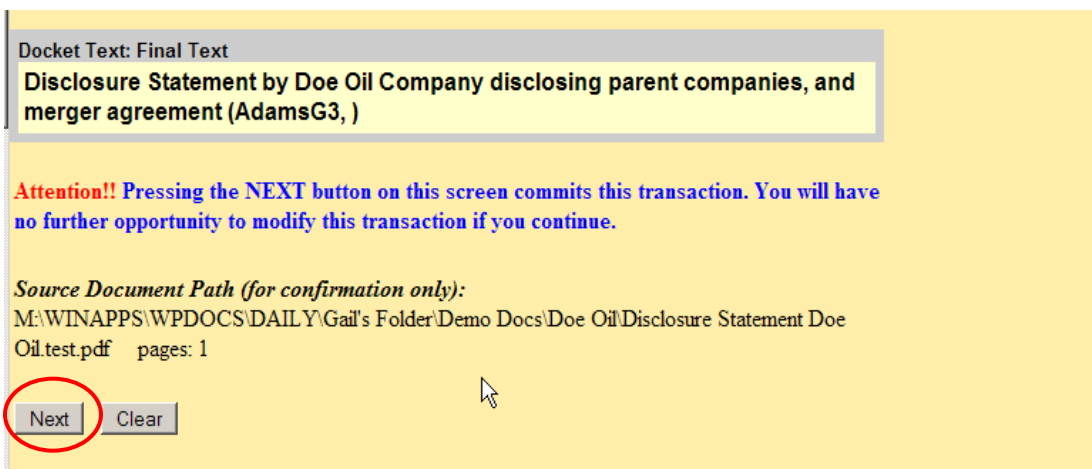
Docket Text: Modify as Appropriate.

Disclosure Statement by Doe Oil Company disclosing parent companies, and merger agreement [redacted] Corporate Parent Exxon Mobil Oil Corporation for Doe Oil Company (AdamsG3,)

Next Clear

Figure 22: Docket text preview.

- (11) Final docket text screen. By clicking **[Next]**, the disclosure statement will be filed with the court and a Notice of Electronic Filing with the disclosure statement attached will be sent via email to all counsel in the case. (See Figure 23.)



Docket Text: Final Text

Disclosure Statement by Doe Oil Company disclosing parent companies, and merger agreement (AdamsG3,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
M:\WINAPPS\WPDOCS\DAI\Y\Gail's Folder\Demo Docs\Doe Oil\Disclosure Statement Doe Oil.test.pdf pages: 1

Next Clear

Figure 23: Final docket text screen

Hyperlinks to Other Documents in CM/ECF System

This district's electronic filing rules permit filers to create hyperlinks to case or statutory citations. AP 2.3(i). This new version of CM/ECF, however, permits CM/ECF users to file documents that include hyperlinks to a previously filed document in the same case or another case, as well as to a document that is being filed in the same submission, such as exhibits to motions or memos of law. A document can be linked to another document in any federal court's database if the court is running the appropriate version of CM/ECF that includes the hyperlink function: District (Release 3.1); Bankruptcy (Release 3.2) and/or Appellate (available as of July 2006). This hyperlink functionality has been Tested in Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the document is converted to PDF format.

Create Hyperlinks to Previously Filed CM/ECF Documents

To create a hyperlink to a previously filed CM/ECF document in your case or some other case, follow the steps below:

STEP 1 Access the appropriate CM/ECF system and run the Docket Report for the case that contains the document you want to link to.

STEP 2 Locate the document on the docket sheet.

STEP 3 Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (*Internet Explorer/Netscape*) (Figure 24) OR **Copy Link Location** (*Firefox*) (Figure 25). *Note: The document link is represented by a number with an underscore.)*

NOTE: If you want to link to an attachment to a primary document filed in CM/ECF, you must select the hyperlink to the attachment from the Document Selection Menu. (See Figure 26). For example, if you are linking to a memorandum of law filed with a motion, you must first select the motion from the docket sheet. When the Document Selection Menu appears, copy the URL of the attachment by following the procedure outlined above.

Note: Users should NOT copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the “free look” to qualified recipients and should not be used for Cross-Document Hyperlinks.

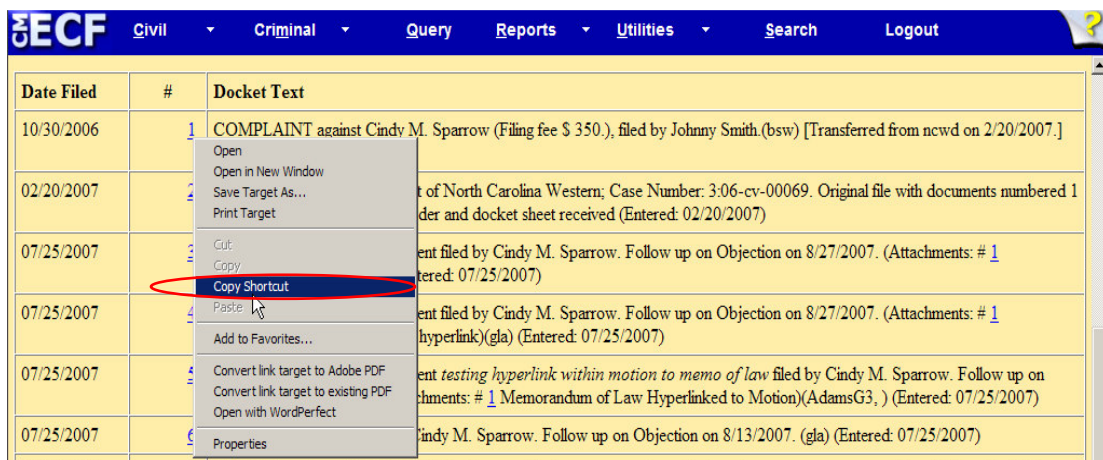


Figure 24: Internet Explorer

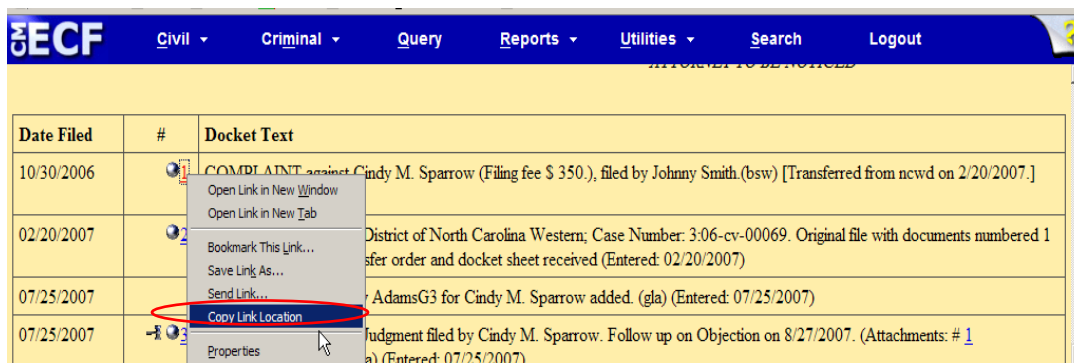


Figure 25: Firefox

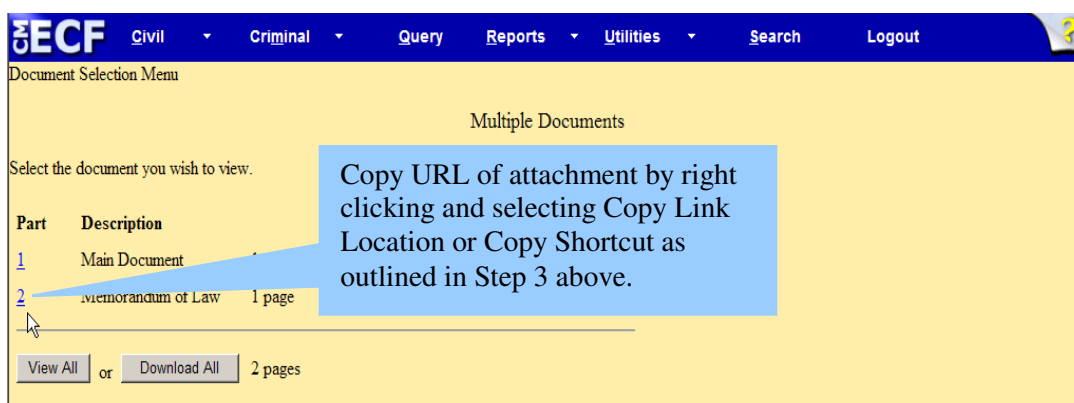


Figure 26: Copy URL of attachment to document

Note: From this point, the proper method for inserting the hyperlinks in your document depends on whether you are using WordPerfect or Word to create your document. Please refer to the appropriate section below depending on whether you use WordPerfect or Word.

WordPerfect

STEP 4 Open the document to which you want to add a hyperlink.

- Select and highlight the appropriate text to be hyperlinked, such as “declaratory relief” shown in Figure 27.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

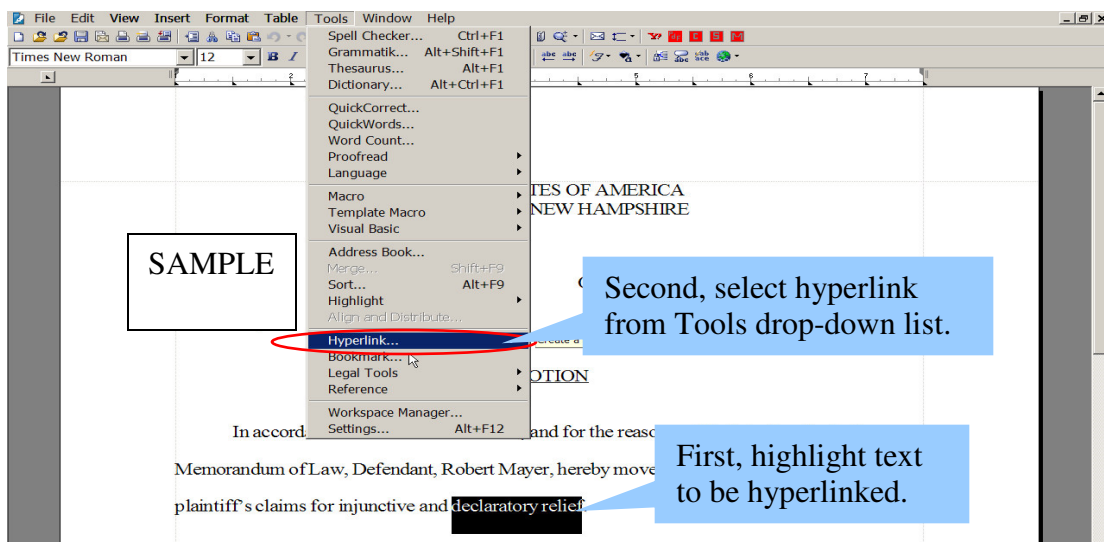


Figure 27: Highlight Text to Create the Hyperlink

STEP 5 Next, the Hyperlink Properties dialog box appears. (See Figure 28).

- **Paste** the URL of the document copied in Step 3 into the **Document/Macro** field of the Hyperlink Properties window by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command.
- Click the **OK** button.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

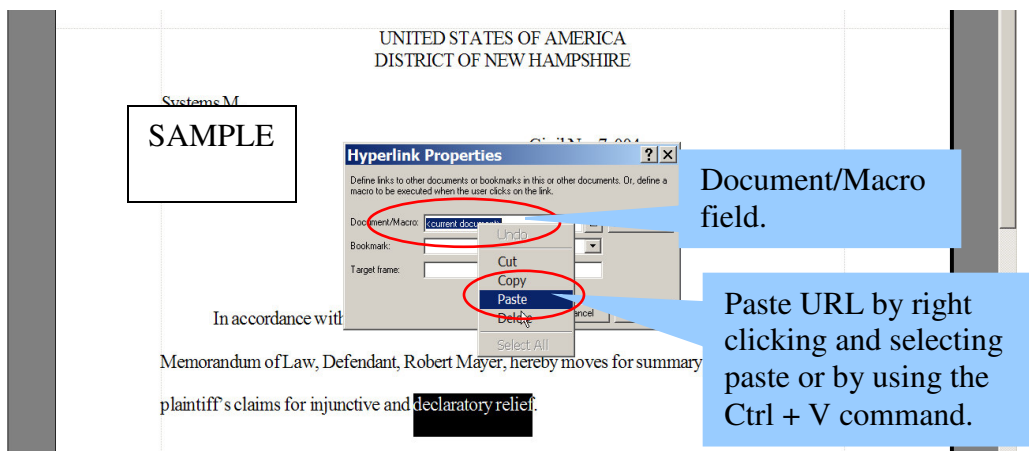


Figure 28: Paste URL

STEP 6 The next step is to convert the WordPerfect document to PDF format using the **Publish to...** or **Publish to PDF** function in WordPerfect. (See Figure 29). Converting to PDF using other methods will not retain the hyperlink.

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF** or **Publish to PDF** (this selection depends on the version of WordPerfect you are using).

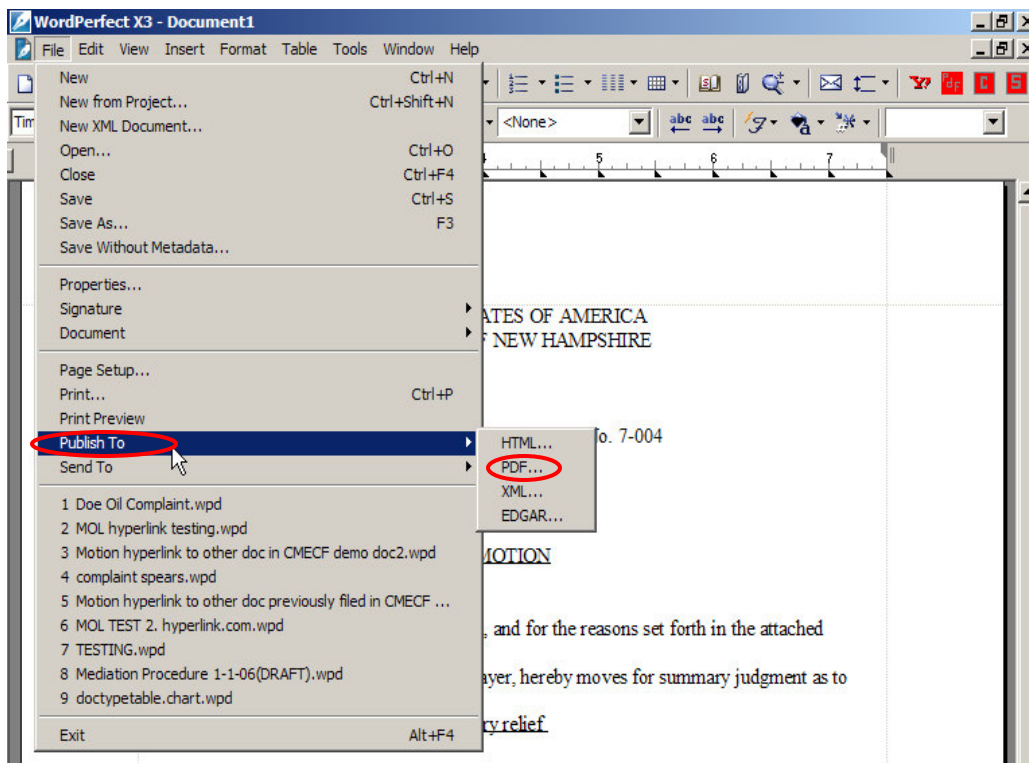


Figure 29: Publish to PDF

STEP 7 Save the document.

Things to Remember:

- Do not convert a WordPerfect document to Adobe PDF Writer by selecting the print option for Cross – Document Hyperlinks functionality.
- Publish to PDF must be used if a document contains a hyperlink

STEP 8 Docket the appropriate CM/ECF event and attach the PDF document as usual.

Microsoft Word

STEP 4 Open the document to which you want to add a hyperlink.

- Select and highlight the appropriate text to be hyperlinked, such as “declaratory relief” shown in Figure 30.
- Click **Insert** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

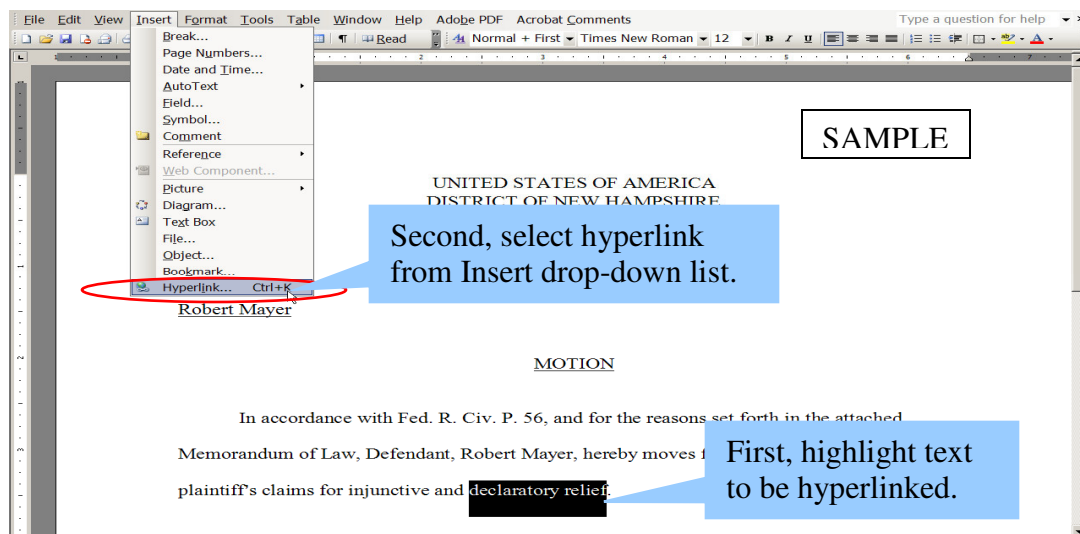


Figure 30: Highlight Text to Create Hyperlink

STEP 5 Next, the Insert Hyperlink dialog box appears. (See Figure 31).

- **Paste** the URL of the document copied in Step 3 into the **Insert Hyperlink** window by clicking the right mouse button and selecting **Paste** or by using the **Ctrl-V** command.
- Click the **OK** button.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

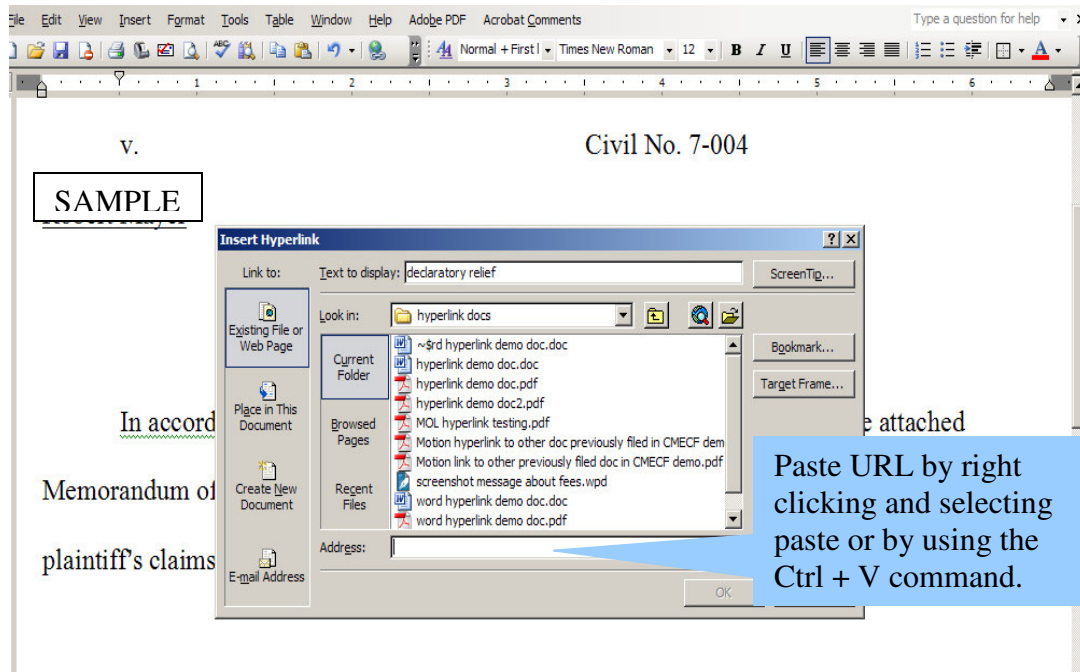


Figure 31: Paste URL

- STEP 6** Save and close the Word document. (Word files must be closed to convert to PDF. If the document is open when the next step is executed, an error message is returned.)
- STEP 7** Convert the document to PDF. (See Figure 32). To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system, the Adobe Acrobat application must be used. No other conversion software can be used.

- Open Adobe Acrobat.
- Click **File** on the menu toolbar..
- Select **Create PDF** then **From File**.

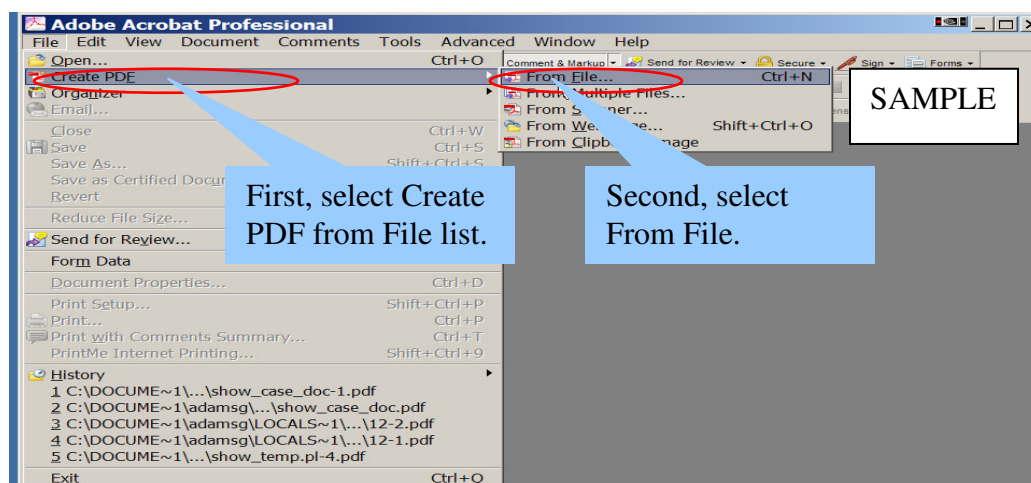


Figure 32: Create PDF

STEP 8 Navigate to the appropriate directory/folder where the Word document is stored. Select the document and click the **Open** button as shown in Figure 33. A series of windows will open as the document is converted. (See Figure 34).

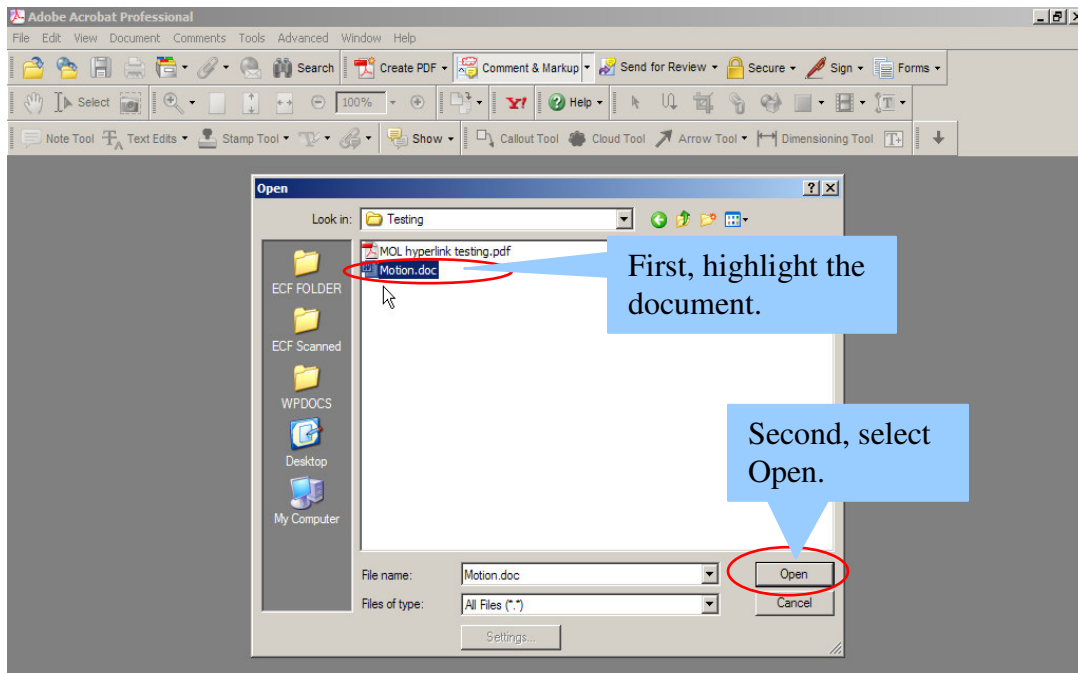


Figure 33: Converting to PDF

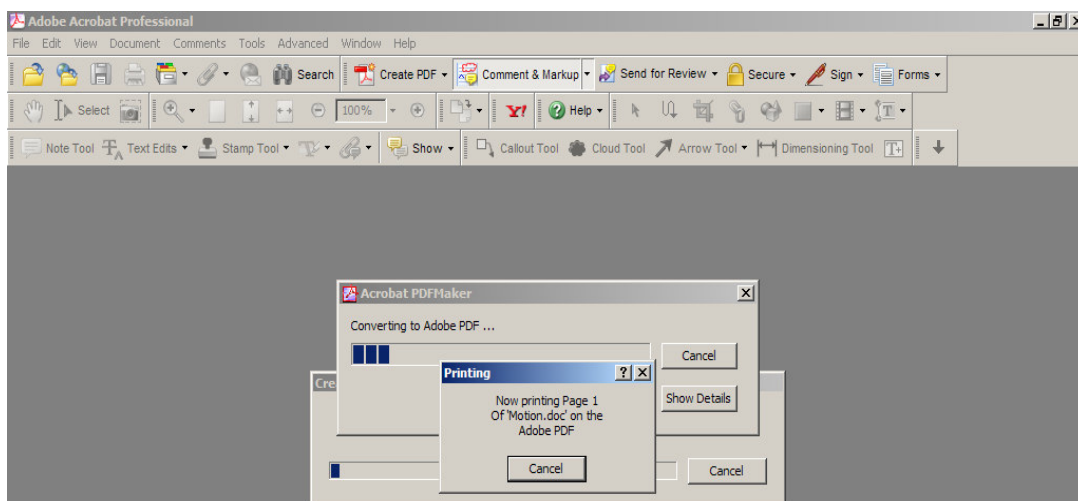


Figure 34: Converting

STEP 9 When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 10 Docket the appropriate CM/ECF event and attach the PDF document as usual.

Create Hyperlinks Between Documents Filed in the Same Event

It is also possible to link two or more documents to be filed in the same event. To create a hyperlink to a document filed in the same event, such as an exhibit in support of a motion or memo of law, follow the steps below. Again, the proper method for inserting these hyperlinks depends on whether you use WordPerfect or Word to create your document.

WordPerfect

In order to create a hyperlink in the primary WordPerfect document to a secondary document filed in the same event, the secondary document must be in PDF format.

STEP 1 Convert the secondary document to PDF format using the **Publish to...** or **Publish to PDF** function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink. (See Figure 29 above). With the secondary document open in WordPerfect, do the following:

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF** or **Publish to PDF** (this selection depends on the version of WordPerfect you are using).

STEP 2 Open the primary WordPerfect document that will contain the hyperlink to the secondary document.

STEP 3 Select and highlight the appropriate text in the primary document that will be displayed as the hyperlink to the secondary document as shown in Figure 27 above.

- **Select the text** to be displayed as a hyperlink.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

STEP 4 Displayed next is the Hyperlink Properties dialog box. Click the Folder icon located to the right of the Document/Macro field as shown in Figure 35.

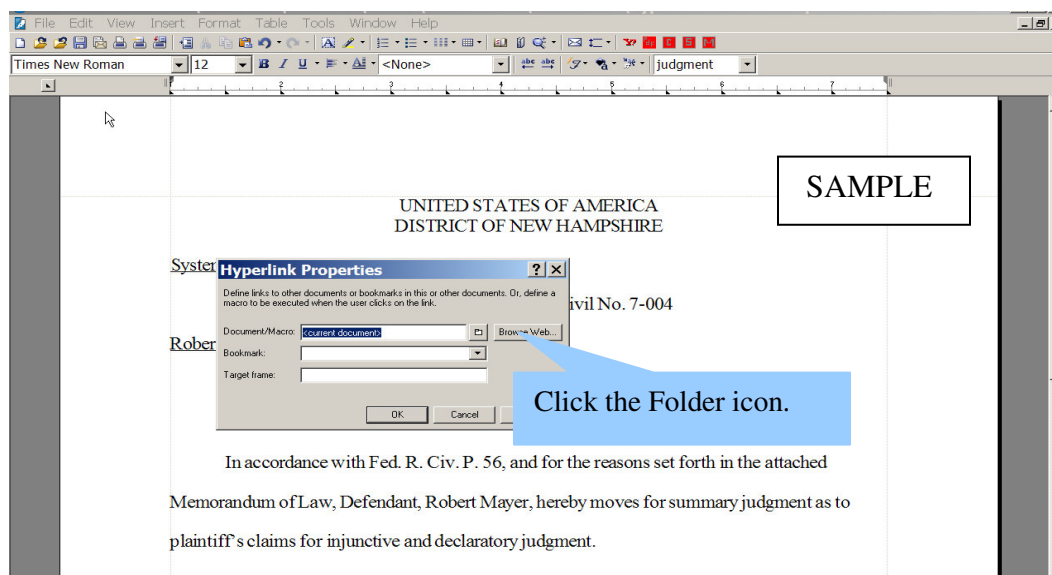


Figure 35: Creating Hyperlink to Secondary Document

STEP 5 Navigate to the directory/folder in which the secondary document you wish to link is located. (Note: The document selected as the link must be in PDF format.) (See Figure 36).

- **Highlight** the **PDF document** (document must be PDF format).
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box and the hyperlinked text will be underlined.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

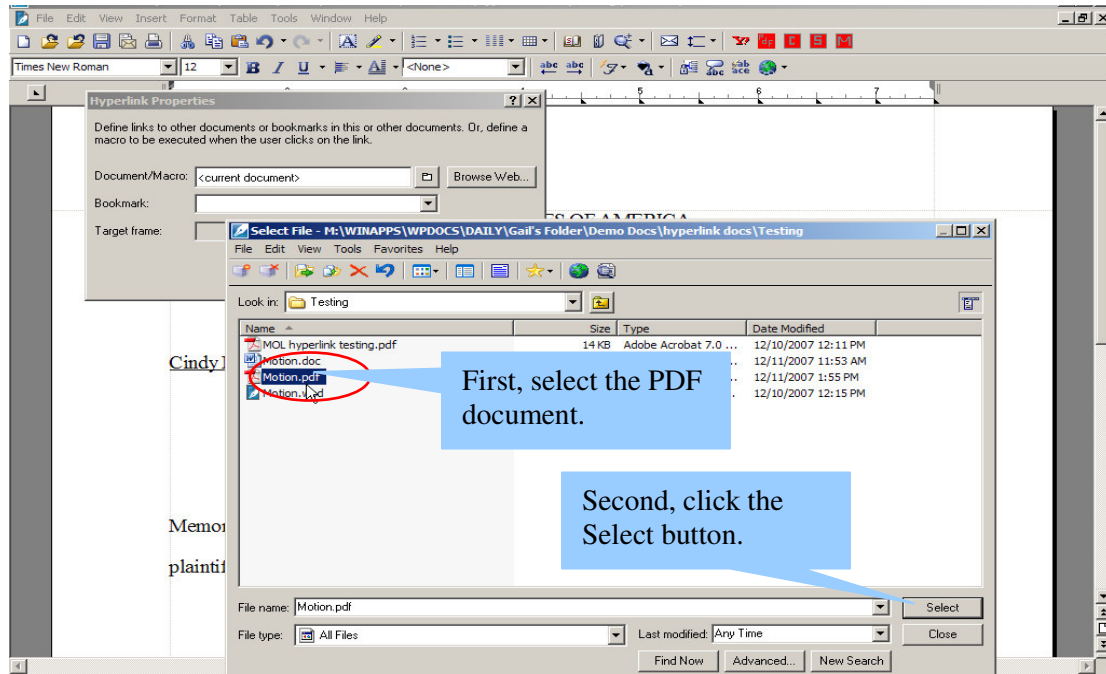


Figure 36: Linking document

- STEP 6** After you have created all of your document hyperlinks, save the primary WordPerfect document.
- STEP 7** Convert the primary document to PDF format using the **Publish to...** or **Publish to PDF** function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink. (See Figure 29 above).
- Click **File** on the menu toolbar..
 - Select **Publish to...** then **PDF** or **Publish to PDF** (this selection depends on the version of WordPerfect you are using).
- STEP 8** Docket the appropriate CM/ECF event and attach the PDF document and attachments as usual.

Microsoft Word

In order to create a hyperlink in the primary Word document to a secondary document filed in the same submission, the secondary must be in PDF format.

- STEP 1** Convert the secondary document to PDF as shown in Figure 32 above. To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system, the Adobe Acrobat application must be used. No other conversion software can be used.
- Open Adobe Acrobat.
 - Click **File** on the menu toolbar.
 - Select **Create PDF** then **From File**.
- STEP 2** Open the primary document that will contain the hyperlink to the secondary (attached) document.
- STEP 3** Select and highlight the text in the primary document will be displayed as the hyperlink as outlined for Microsoft Word documents as shown in Figure 30 above.
- Click **Insert** on the toolbar.
 - Select **Hyperlink** from the dropdown selection list.
- STEP 4** Displayed next is the Insert Hyperlink Box as shown in Figure 37.
- STEP 5** Navigate to the directory/folder in which the secondary document is located. (Note: The document selected as the link must be in PDF format.) (See Figure 37).
- **Highlight** the **PDF document** (document must be in PDF format).
 - Click **OK** on the **Insert Hyperlink** box and the highlighted text will be underlined.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?&page=23

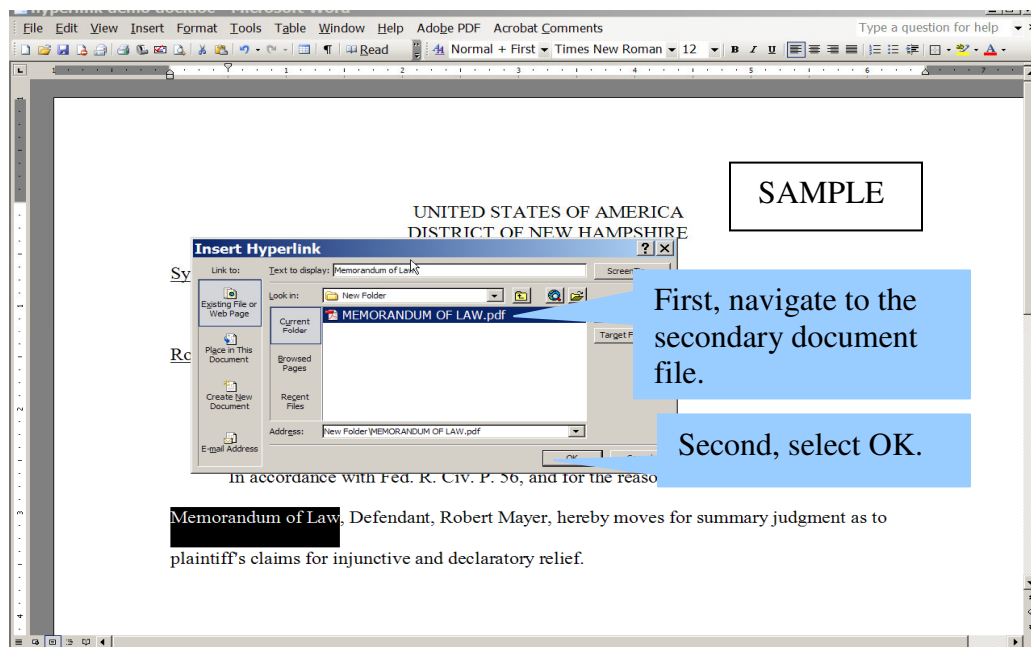


Figure 37: Creating Hyperlink to Secondary Document

- STEP 6** Save and close the primary Word document. (Word files must be closed to convert to PDF. If the document is open when the next step is executed, an error message is returned.)
- STEP 7** Convert the primary document to PDF as shown in Figure 32 above. To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system, the Adobe Acrobat application must be used. No other conversion software can be used.
- Open Adobe Acrobat.
 - Click **File** on the menu toolbar.
 - Select **Create PDF** then **From File**
- STEP 8** Navigate to the appropriate directory/folder where the Word document is stored. Select the document and click the **Open** button as shown in Figure 33. A series of windows will open as the document is converted. (See Figure 34).
- STEP 9** When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.
- STEP 10** Docket the appropriate CM/ECF event and attach the PDF document and attachments as usual

Accessing Documents via Hyperlinks

Accessing documents via a hyperlink from within a document filed in CM/ECF works the same as accessing a document hyperlink from the docket sheet or query.

If you click on a hyperlink to a CM/ECF document, but have not logged in to PACER, a PACER log in screen appears before the document can be displayed. Once logged in as a PACER user, you will have access to documents on any CM/ECF server for the duration of the browser session or until you log out of PACER. A billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.

Any document you receive via a Notice of Electronic filing that contains your “free look” can be accessed via PACER without incurring a fee but access to any hyperlinked document viewed by clicking on the hyperlink within the “free look” document (whether a hyperlink to a document filed as an attachment to the “free look” document or a document filed on any CM/ECF server) will incur a fee. To avoid incurring PACER fee when viewing an attached document filed with your “free look,” the document must be viewed from the “Document Selection Menu.” (See Figure 38). Any documents viewed via a hyperlink within a document filed on any CM/ECF server will incur a PACER fee.

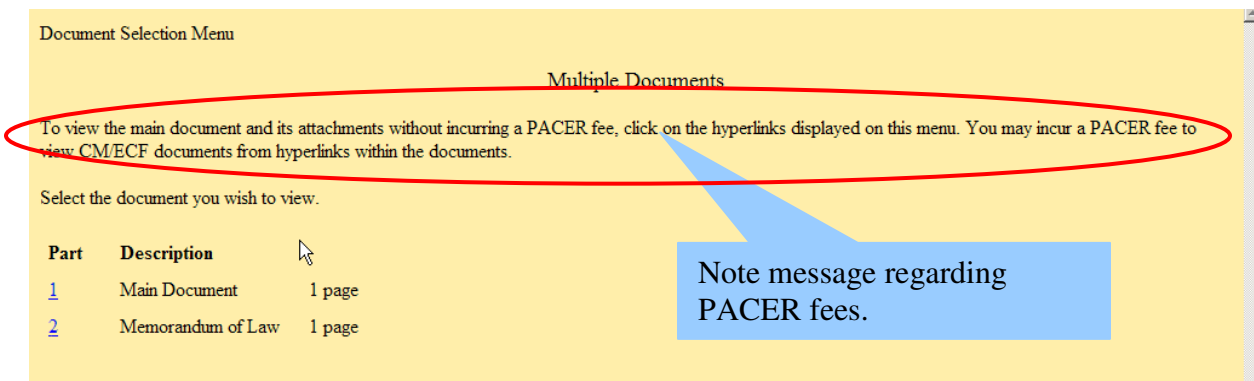


Figure 38: PACER fees